

Business Management 309: Human Behavior / Organizations Syllabus, Fall 2009

Section 003 – Business Complex 102, Mon, Weds, Fri 1:30 to 2:20

**CHECK Blackboard – learn.nmsu.edu
for the most Recent Updates / Corrections !**

Welcome to Business Management and this required management course in Human Behavior in Organizations. The following syllabus has been designed to acquaint you with the requirements of this course as well as touch on some University and departmental policies. This is an “upper” level class, and our class experience together will be both high tech and high touch. I will expect you to have a certain amount of literacy and to be able to use many and *various* university resources and tools, including Blackboard, the syllabus and required texts.

If you know you need help or discover you need assistance in any of these areas please talk to a classmate or see me sooner rather than later. Ask questions, identify **resources and tools**, and use them! That is part of the learning objectives.

Course Objectives:

- To understand how and why Employers require: Communication & Teamwork
- To begin to understand ‘Organizational Studies’ and research that represents this vital area of Business Management
- Survey various definitions, terms, topics and cultures of Organizations.
- Understand how diversity and issues of “difference” impact all areas of organizational behavior.
- Present ideas appropriately and effectively using different media. You will be working with visual, written and oral (English), as well as computer-mediated communication.
- Understand how ubiquitous organizations are in all areas of our social lives.
- Establish the importance and RELEVANCE of organizational behavior in your own life.
- Learn to work in Groups/Teams and to further the collective experience of the classroom

Instructor:

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Office (301G Guthrie - classroom side of complex) Hours:

Mon 10:30-12:00 am / 1:00-1:30 pm
Weds 2:30 – 3:00 pm
Friday computer labs / virtual (on-line) office hours TBD

Email, text or call with questions or to make an appointment outside of these office hours. If you need to contact me, it is YOUR responsibility.

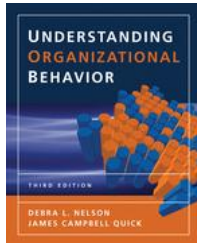
Textbook:

Check pricing bookstore Used / Online

*** Understanding Organizational Behavior, **3rd** Ed., Debra Nelson and James Campbell Quick, South-Western: 2005. ISBN: 978-0-324-42302-0 * * *

Available at the Bookstore Used or online at various textbook sites

ALSO:



eText book available: [Understanding Organizational Behavior, 3rd Edition](#)

by Nelson; Quick Publisher: South-Western, Cengage Learning

Copyright Year: 2008

Publishing Date: 2007/11/05

eText ISBN-10: 0-324-74946-5 eText ISBN-13: 978-0-324-74946-5

Print ISBN-10: 0-324-42302-0 Print ISBN-13: 978-0-324-42302-0

Pages: 504

Price to Student \$70.49

(Student subscription: 180 days)

http://www.coursesmart.com/givecoursesmartatry?xmlid=9780324423020&_instructor=1795645

This is Required not optional – I don't care if you own it or which format you have – I do care that you READ it.

Strongly Recommended – Bolles, R.N. (most recent edition). The 200x What Color is Your Parachute? Berkeley, CA: Ten Speed Press. ISBN 1-58008-727-2.

Assignments / Exams / Grading:

Requirement – get/use/have a NetID. All electronic communication from me will be through your **NMSU email/NetID**.

Quizzes / Exams, Individual Quizzes (Best 4 of 5 scores, 1 missed/dropped) → 300 points

Group Quizzes (Best 4 of 5 scores, 1 may be missed/dropped) → 300 points

No make-ups except as described below

Blackboard – Blog Introduction (required) / Roster Bio – on line, 25 points

Blackboard – Syllabus Quiz – on line, 25 points

Blackboard – Blog postings – on line TBD 250 points total

PROFESSIONALISM & Group Work: ATTENDANCE / Participation / Homework / Groupwork = 400 points

Second Life – Avatar – 100 points / Attendance Class Meeting on 2nd Life TBD – 150 pts

Office Visit(s) live or online – make up or bonus points available

Team Project: 6W's, Oral & Written Reports, Peer Evals – 450 points total

TOTAL = 2000 points

FINALS – Required if you miss more than 4 classes (live or online or group time).

Optional if you want to make up low quiz scores and/or points.

Bluebook Essay – 6 Questions

50 Multiple Choice

Pop-quizzes / Make-ups and Bonus Points may be available in the course of the semester.

Perfect Attendance = 25 points

Late assignments will always have points deducted and there will be a final cut-off date after which I will NOT accept an assignment. This information is available on learn.nmsu.com -- So become familiar with it early. You can ask me or your classmates questions about the system and submitting material. Learn how to use blackboard, it is an important part of this class.

Class Attendance and Participation - Active Questioning, Expounding, Sharing Examples, Participating online, will all be used to help determine grade. (< 90% attendance, I will deduct 10% of your grade). 4 Unexcused Absences are considered excessive.

Use Blackboard. If a student does not have a Net ID, one can be obtained by visiting the account creation page. Use and participation in online learning will be used to determine grade.

Grading:

100-98 %	A+	89-86 %	B+	79-76 %	C+	69-66 %	D+	55 ↓ F
97-93 %	A	85-83 %	B	75-73 %	C	65-61 %	D	
92-90 %	A-	82-80 %	B-	72-70 %	C-	61-55 %	D-	

.5 – I will round up

- ◆ Grades cannot be assigned because a student needs/wants a particular grade. If you desire the A, you will need to fulfill the conditions needed to earn an A.

Class policies:

KEEP COPIES OF ALL YOUR PAPERS WHICH YOU HAND IN. This is YOUR job!

CHECK your posted grades for quizzes etc.--any questions regarding grades should be submitted within 2 weeks of the grade being posted, IN WRITING.

In-class activities are important; if you miss many classes, expect to get a lower grade.

See Attendance Policy for missed quizzes/classes--you **MUST** make up work to get credit for it!

QUIZZES: There will be 5 multiple-choice/true-false quizzes, each taken individually as well as taken as a team points, for a total of 600 points toward your grade. (See Team Grades for more details, below.) Cheating on an exam will not only result in an F for the exam, but an F for the entire course regardless of other work completed. If you cannot be present on the day of an exam, you must make prior arrangements (*before the class date of the test*) to take a make-up exam during finals week. Anyone who does not show up for an exam and who did not contact me prior to the exam **WILL NOT** be permitted to make up the exam, **UNLESS** it is an “excused” absence (see below). All makeup exams will be given during finals week.

Team Grades: Immediately after the individual quiz, teams will take the quiz as a team. Both scores count equally. Each quiz is worth 75 points, with one score (your lowest quiz score) dropped. Thus 4 of 5 quizzes at 75 points per quiz = 300 points for individual quizzes, and another 300 points for the team quizzes. **HOWEVER**, you may be **DROPPED** from your team for lack of professionalism (see below), in which case your individual grades would count for both individual and team quiz grades.

Your **attendance** is important at every class, as a participant, observer and co-creator of the learning experience and academic organization/community. As a courtesy, and in your own best interests, I would appreciate knowing at least one hour in advance that you will not be attending class. *This is especially true if you are giving a presentation or otherwise have a central role in class on any given day.* I will also check online at the beginning of class to see who will be absent. It is your responsibility to check with a classmate or to go online to Blackboard to see what you missed and if there are any new assignments or changes in the schedule.



Showing up is no more “optional” than it is at work or in your family. This is **NOT** a distance education course. You have to figure out how to organize your life so that you are present for it to happen. A large part of this class is based on interaction, the practical aspects of organizational behavior. We need “You” to help make that happen. I will take attendance at the beginning in order to learn names, but after that you, as a class, you will be responsible for your attendance record. Anything less than 90% attendance will prompt a 10% grade drop.

If you **ARE** sick – please do **NOT** come to class, in the interest of all of us. You do not need to provide me with a doctor’s note. If you are coughing, sneezing, have a temperature or are tossing your cookies in an uncontrolled manner (also known as projectile vomiting) for whatever reason consider yourself sick – and spare us the germs/bacteria/viruses/fluid matter. You do need to communicate with me the reasons for your missing class – a text, an email, a phone call (before class) or an office visit (after the events) will all do. This does not excuse your absence – but it may be possible to make-up the day’s events in some way. Also, if you do need to schedule work or a dental/doctor’s visit or a care for children, partners and/or family during class time, let me know. Again, this does not excuse your absence, but makes it possible to schedule make-up. Please think in terms of courtesy to yourself, myself and your group and classmates. Your absence makes a difference, but is also not the end of the world. Let’s see what *we* can do to manage it responsibly.

Professionalism: Professionalism will be determined by classroom and team behavior. Professionalism will include such variables as attendance, participation, teamwork, attitude, etc. Attendance is required and will be taken at every class meeting (more than 3 absences will be considered excessive). You are expected to participate in classroom discussion and group work activities. Excessive ABSENCES (more than 3 un-excused) or TARDINESS, SLEEPING, READING newspapers, failing to participate, WHISPERING in class, and doing ASSIGNMENTS FOR OTHER CLASSES, are just some examples of behaviors that would cause you to lose ALL your professionalism points for that class, or, in the case of excessive absences, for the entire term. Cheating or plagiarism will result in loss of all professionalism points and failure of the course. See Absences Policy below for details regarding absences.

- **Authorized and Excused Absences:**
 - **EXCUSED ABSENCE:** For documented severe illness or death in the immediate family.
 - **Authorized absence:** It is university policy that "Students making satisfactory progress in their classes will be excused from classes when they are representing New Mexico State University on a university sponsored event (e.g., ASNMSU President represents NMSU at legislative session, student-athletes competing in NMSU scheduled athletic events or education field trips and conferences). Authorized absences do not relieve the student of class responsibilities. Prior written notice of the authorized absence will be provided to the instructor by the sponsoring department. Absences will require make-up work in lieu of attendance.
 - **Religious reasons:** It is the student's responsibility to review the class schedule attached to this syllabus, and to inform the instructor in writing within the first 2 weeks of the student's entering the class, if the student has a religious reason for requesting to be excused from class. As with all excused absences, the student will be required to make up the work missed, usually by writing a 2-3 page paper as make-up work.
- **Tardiness:** Professionalism points may be deducted for students who arrive late or leave early. Prior notification may mitigate such penalties.

Incompletes ("I" grades): Given for passable work that could not be completed due to circumstances beyond the student's control (e.g., severe illness, death in the immediate family). These circumstances must have developed after the last day to withdraw from the course. Requests for "I" grades should be made to the instructor, but must be approved by the Management Department Head.

Withdrawals: It is the responsibility of the student to know important dates such as University drop dates; last day to withdraw with a **W** is Wednesday October 14. Moreover, it is the responsibility of the student to officially withdraw from any class that he or she intends to drop.

Cheating: Cheating will not be tolerated. Punishment for those caught cheating will be an "F" in the course. The person will also be subject to further sanctions as indicated in the student code of conduct.

Plagiarism: This is academic misconduct, and can result in a grade of F for both the assignment and the entire course. It is the student's responsibility to consult the NMSU web site describing what constitutes plagiarism.

Plagiarism web site: <http://lib.nmsu.edu/plagiarism/>
<http://lib.nmsu.edu/instruction/plagiarismforstudents.htm>

Suspicion of Academic Misconduct: Any suspicion of academic misconduct WILL BE PROSECUTED. Any evidence of misconduct (wandering eyes during an exam, written work unlike the bulk of the student’s written work, etc.) may result in the student being required to repeat the work under suspicion, at the discretion of the instructor.

STUDENTS WITH DISABILITIES:	
Disabilities/Employee Relations: Call the Director of Institutional Equity at 505.646.3635 with any questions you may have about NMSU's Non-Discrimination Policy & complaints of discrimination, including sexual harassment. Call the Coordinator of Services for Students with Disabilities at 505.646.6840 regarding student issues related to the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1973. All medical information will be treated confidentially.	
Student Responsibilities	Faculty Responsibilities
<ol style="list-style-type: none"> 1. Within a few days of the start of the semester, register with SSD & obtain forms. 2. Within the first 2 weeks of beginning of classes (or within 1 week of the date services are to commence), deliver the completed forms to the instructor(s). 3. Within 5 days of giving the forms to faculty & at least 1 week before any scheduled exam, retrieve the signed forms from faculty & return them to SSD. 4. Contact the SSD Office if services/accommodations requested are not being provided, not meeting your needs, or additional accommodations are needed. 	<ol style="list-style-type: none"> 1. Within five 5 working days after student gives you the forms, sign them, retain a copy, & return originals to the student. 2. Contact SSD immediately if there are any questions or disputes regarding accommodation(s), disruptive behavior, etc. 3. Refer the student to SSD for any additional accommodations.

Resources:

Classmates / Instructor / Speaker(s) / Management Department / Campus Library (get to know it) / Blackboard / Internet

Web address	Good For
http://learn.nmsu.edu	Syllabus and all Coursework kept on line
http://www.nmsu.edu	Learn how to use the University Site for looking up questions on University policy, finding other resources, AND DOING RESEARCH
	Student Handbook and Policy
	Your own website resource / portal
	General Library Main Page
	Business Management & Communication Resources
	Instructor’s own website with useful information and some computer tips.
http://www.stylewizard.com/apa/apawiz.html	Helps you create common types of APA citations
http://www.apa.org/journals/faq.html	Has frequently asked questions and helps you formulate a reference list

Course Outline/Schedule (subject to change / TBD):

Week 1: Being Present for Organizational Life

Fri – Aug. 21

Week 2: Organizational Behavior –

Getting to Know You's and RL & Virtual Diversity Challenges

READ: Chapt 1 & 2

Mon – Aug 24, Review, Syllabus and Prof Intro

Weds – Aug 26, Class Exercise

Fri – Aug 28, Intro to Blackboard / on line Requirements

DUE: midnight on line Syllabus Quiz

midnight on line 1st Blog Assignment / Roster Bio due

Week 3: Personality Perception & Attribution, Authority

READ: Chapt 3, Handout – Chapt.

Mon – Aug 31, Lecture

Weds – Sept 2, M-B & Teams

Fri – Sept 4, ADA / Discussion / Intergenerational Communication

Week 4: Teams – Teams & Service Projects

Mon – Sept 7, Labor Day, No Class

Weds – Sept 9, Team from Hell Exercise

QUIZ #1: Individual / Team Fri, Sept 11 – on Chapt 1 – 3

Week 5: Individual & Group Emotions, Attitudes & Ethics

READ: Chapt 4

Mon – Sept 14, Lecture / Discussion

Weds – Sept 16, Ethics Exercise

Fri – Sept. 18, Computer Lab

DUE: Sun – 2nd Online Blog Assignment

Week 6: Gender, Diversity, Globalization & other Intercultural Concerns

READ: Handouts

Mon – Sept. 21, Movie Clips / Discussion

Weds – Sept. 23, Diversity Exercise

Fri – Sept 25, online

Week 7: Individual & Group Ethics & Motivation

READ: Chapt 5

Mon – Sept. 28, Lecture / Discussion, Service Project update

Weds – Sept. 30, Class Exercise

QUIZ #2: Individual / Team Fri Oct 2 – on Chapt 4-5

Week 8: Effective Communication

READ: Chapt 7

Mon – Oct 5, Lecture / Discussion
Weds – Oct 7, Communication Exercise (nvc)
Fri – Oct 9, Group / Online Work
DUE: Sun – 3rd Blog Assignment

Week 9: Teams

READ: Chapt 8

Mon – Oct 12, Lecture / Discussion
Weds – **LAST DAY TO DROP w W** - Oct 14, Team Exercises
QUIZ #3: Individual / Team Fri – Oct 16 on Chapt 7-8

Week 10: Decision-Making

READ: Chapt 9

Mon – Oct 19, Lecture / Discussion
Weds – Oct 21, Communication Exercise
Fri – Oct 23, Group online Work

Week 11: Power and Politics

READ: Chapt 10

Mon – Oct 26, Lecture / Discussion
Weds – Oct 28, Political Exercise
QUIZ #4: Individual / Team Fri – Oct 30 on Chapt 9-10

Week 12: Leaders / Followers & Collaborators

READ: Chapt 11

Mon – Nov 2, Lecture / Discussion
Weds – Nov 4, Exercise
Fri – Nov 6, Class in Second Life – Required Attendance

Week 13: Negotiating Conflict

READ: Chapt 12

Mon – Nov 9, Lecture / Discussion
Weds – Nov 11, Exercise
QUIZ #5: Individual / Team Fri – Nov 13 on Chapt 11-12

Week 14: Service Project Completion – Participation REQUIRED all 3 days

Mon – Nov 16, Service Projects DUE (4 teams)
Weds – Nov 18, Service Projects Present (4 Teams)
Fri – Nov 20, Service Project Presentations Contd. (4 teams)
DUE: ALL Team Service Projects Monday Nov 16 at 9:30 am

Week 15: Thanksgiving and Fall Break

NO CLASSES

Week 16: Organizational Culture & Adjourning

READ: Chapt 15 & 16

Mon – Nov 30, Lecture / Discussion Review

Weds – Dec 2, Exercise

Fri – Dec 4, Class Celebration & Review

DUE: Fri – Dec 4 final online Blogs / Assessments

Exam Week – Make-up Quizzes and Final Exam

Final Exams (Required for high absence rate / optional for points and make-up)

Blue Book Essays for Absence make-up / extra points

Multiple choice for quiz & point make-up